

Rental Guidelines for Usage of the Pendleton County Fairgrounds/Athletic Park/Griffin Centre

The Pendleton School Board and the Pendleton County Fiscal Court have approved the following guidelines for the rental of school and county property and that Pendleton County Recreation has **sole authority** in the rental of the County and School facilities. The Guidelines lay out the fees and the procedure for such rental. All of those interested in using school or county property please take note of the following:

Thank you for considering our facility for conducting your function. The Pendleton County Fairgrounds/Pendleton Athletic Park/Griffin Centre (here on out in the rental guidelines, the (3) three entities shall be referenced to as the complex) shall be available for functions in accordance with the following terms and conditions:

1. **NON-DISCRIMINATION:** No organization or person will be discriminated against for belief or affiliation, medical condition, physical or mental disability, sex, sexual orientation, or marital status. Any person or organization entering into a rental agreement with the Pendleton Co. Recreation Commission is required to comply with this non-discrimination policy.
2. **AMERICANS WITH DISABILITIES ACT:** It is the policy of the Pendleton Co. Recreation Commission to provide reasonable accommodations to individuals with disabilities and to comply with the American with Disabilities Act.
3. **RESERVATIONS:** All reservations must be made through a central point of contact by applying through the Pendleton County Recreation office located at 2359 Hwy. 27 North, Falmouth, Kentucky 41040 (physical address). Reservations will be taken on a first come, first serve basis in accordance with the guidelines and policies. Reservations can be made by applying from 12:00 p.m. to 9:00 p.m., Monday at 859-654-5800. The mailing address for the Recreation Office is 233 Main Street, Room #4, Falmouth, Kentucky 41040.
4. **PERSONAL LOSSES AND DAMAGES ARISING AT RENTAL:** Pendleton Co. Recreation Commission, Pendleton County Youth Fair Board, Pendleton County Board of Education, and the Pendleton County Fiscal Court is not responsible for lost, damaged, or misplaced property placed in or on the facility or grounds. Furthermore, the renter agrees that Pendleton County Recreation Commission, Pendleton County Youth Fair Board, Pendleton County Board of Education, and the Pendleton County Fiscal Court is released and discharged from any and all injuries or damage to persons or property that may be sustained arising out of the use or occupancy of the complex or the grounds.
5. **LIABILITY INSURANCE:** A certificate of insurance for general liability from the renting organization is required. The renter shall carry liability insurance covering the event, the audience, and anyone who is on the complex. The Renter will furnish evidence of general liability insurance including contractual liability, personal injury, premises and operations, and broad form property damage. Such insurance shall provide \$1,000,000 each occurrence and same for aggregate. The certificate must be original, not a copy, and signed by the representative. This certificate must be in the Pendleton Co. Recreation office 2 weeks prior to the event or the event will not take place.
6. **PAYMENT OF RENTAL FEES:** Payment for facility rentals must be paid (2) weeks prior to your event. Keys will not be released until fee is paid in full and the keys will be made available at the appropriate time. When a payment is received in less than (7) days, payment shall be made in cash or cashier's check. A \$25.00 fee will be charged on all returned checks.
7. **SECURITY DEPOSIT:** A \$100.00 security deposit, in the form of a check, is due with the rental agreement. This deposit will be returned to the renter after inspection of the building and grounds have been checked for condition, damages, and keys have been returned. Renter is responsible for clean-up, trash disposal, and any damages, as well as removal of any equipment. Clean up includes interior, exterior, bathrooms, and grounds.
8. **RENTAL HOURS:** Rental hours are 6:00 a.m. through 12:00 midnight unless otherwise noted on the rental agreement.
9. **SET-UP:** If your organization wishes for the Recreation Department to do set-up and tear-down of a scheduled event, a fee of \$50.00 per person, per hour will be charged to the renter. Set-up times may vary due to different scheduled events being held at the facility.
10. **BLEACHERS:** Bleachers are available for scheduled events. If extra bleachers are required, the renter will be charged \$50.00 per extra set and only the Pendleton Co. Recreation maintenance personnel will be allowed to move them to the scheduled event.

11. **LIGHTING:** If lighting is not accessible for scheduled events after dark, the renter is responsible for obtaining needed lighting for the event.
12. **RETURNED CHECKS:** If a check is returned for any reason, the Renter will be required to make all future payments in cash or by cashier's check. A \$25.00 fee will be charged on all returned checks.
13. **CANCELLATIONS:** All cancellations must be requested by the Renter in writing to the Pendleton Co. Recreation office. If applicable, all cancellation fees will be deducted from the fees paid at the time of the reservation was made. The following refund schedule will be followed:
- 45 days or more notice of cancellation: Full refund
 - 15 through 44 days notice of cancellation: 50% refund
 - 0 through 14 days notice of cancellation: 0% refund
 - Rain out dates can be scheduled at the time of making the reservation.
14. **PARTICIPANT WAIVERS:** For hazardous participant events, a release and waiver of liability must be signed by each participant prior to taking part in the hazardous events.
15. **SECURITY:** Security fees are the responsibility of the Renter. The type of event will determine needed security requirements. It is the responsibility of the Renter to contact the local police, ambulance, and fire department to make them aware of the date and times of the event. Local law enforcement has the right to end an event at any time.
16. **INJURIES:** All injuries must be reported immediately to renting organization. An injury report must include the name of the injured individual, type of injury, location of injury, and description of how the injury occurred.
17. **ANNOUNCING YOUR EVENT:** The rental agreement must be signed and received by the Recreation Director before the renter may advertise or promote the scheduled event.
18. **PORTABLE TOILETS:** If the attendance of the event requires the use of portable toilets, the Renter agrees to either rent their own portable toilets or they must pay \$25.00 per unit, per night, for those units that are already on the premises. Only the Pendleton Co. Recreation maintenance personnel may move the porta-lets for scheduled events.
19. **SIGNS AND BANNERS:** The Renter is responsible for removing all signs and/or banners immediately after the event or labor charges for recreation personnel will be charged. Any damage to the complex property due to installation, display, or removal of signage is the responsibility of the Renter.
20. **ALCOHOLIC BEVERAGES:** ABSOLUTELY NO ALCOHOLIC BEVERAGES are allowed on the complex. NO controlled substances, NO firearms, NO loitering allowed. NO speeding, speed limit is 10 mph and is posted throughout the fairgrounds.
21. **PETS:** Pets must be leashed or contained. It is the responsibility of the pet owner to ensure the safety of all visitors on the complex. All sanitary needs for animals will be the sole responsibility of the Renter.
22. **PARKING AREAS:** OBSERVE NO PARKING AREAS! Renter will be responsible for working with other groups in utilizing the Fairground parking. Remember, there may different events scheduled for the same day. Motor driven vehicles, such as golf carts and ATV's, are not permitted on the high school varsity soccer field or the high school baseball field. Pendleton Co. Recreation and the Pendleton Co. Youth Fair Board is not responsible for theft or damage incurred to vehicles parked on the complex. No parking on the sidewalks is allowed during any event. Any damages that occur due to illegal parking on the complex will be the responsibility of the Renter. Renter is responsible for providing personnel to monitor all parking facilities used for the event.
23. **HANDICAP PARKING:** Designated disabled parking areas are set aside for vehicles displaying current and valid disabled placards/licenses only. Handicap parking is located in the parking lot adjacent to the tennis courts.

24. CLEAN UP: It is the responsibility of the Renter to clean up the facility after use during the time frame of the scheduled event. These responsibilities include: 1.) Cleaning and neatly returning tables and chairs to their original location. 2.) Sweeping and mopping floors, 3.) Removing signage and decorations, 4.) Emptying trash bins in the dumpsters located at Southern Elementary or the Athletic Park. Should you decide to have the Recreation Department handle the clean up, the rate is \$50.00 per hour, per person with a minimum fee of \$75.00. If there is more damage than is covered by the deposit, the Renter is responsible for the balance. Clean up must occur immediately after the completion of the scheduled event due to other events being scheduled for the following day. The City of Falmouth has garbage toters available for rent for scheduled events.

25. PENDLETON COUNTY SCHOOL FUNCTIONS: Athletic programs conducted by the Pendleton County Schools will be given priority over any reservation requests. The school reserves the right to cancel any reservation that may conflict with an athletic program. Every effort is made to minimize and/or eliminate the likelihood of such an occurrence.

26. GRIFFIN CENTRE: Renter is responsible for the cost (\$15.00 per hour) of school personnel to operate the lighting and sound system located at the Griffin Centre. Any additional sound and lighting required for the event will be the responsibility of the Renter.

27. PULLING TRACK: The Renter is responsible for completing the following steps in setting up for an event:

- ❖ Renter is responsible for all track preparation for the event.
- ❖ Renter is responsible for providing the needed personnel for the event, this will include but not limited to, parking personnel, an announcer, flaggers, laser, distance recorder, scales operator, concession workers, and set-up personnel.
- ❖ Renter is responsible for providing any needed equipment for the event, to include but not limited to, pull back tractors using licensed drivers, sleds, roller, chalk liner, chalk, string, P.A. system, lighting, porta-lets. Renter is responsible for cordoning off the following areas as outlined by the Recreation department.
 - The high school varsity soccer field.
 - The high school baseball field.
 - The dirt infield of the small baseball field.
 - The sidewalks that run along Woodson Avenue to Hwy. 27.
 - Both sides of the pulling track must be staked and roped off 5 ft. on each side of the wall to keep spectators off the wall during the pull. Renter is responsible for providing the necessary rope and stakes to complete this.
 - All concessions must be assembled at the South end of the high school varsity soccer field.
 - NO goosenecks, trucks, cars, wagons, or any type of vehicle is allowed to be parked along the track due to insurance policies.

28. On livestock expositions, the renter is responsible to be in compliance with DOA regulations.

29. If the Recreation Department is required to clean up shavings/wood chips after a scheduled event, a clean up fee of \$150.00 will be charged to the Renter.

30. All manure, waste straw, and hay must be disposed of properly by the Renter after each event due to the facilities being used by several different entities for youth activities. All manure must be removed from the road and disposed of properly by the Renter.

31. The livestock barn and the horse arena must be returned to the original set-up configuration to meet post-event inspection.

32. Ground preparation in the horse arena can only be conducted by approved persons. The Renter will be responsible for replacing/restoring needed materials to the horse arena if ground preparation is not conducted accordingly. Renter is responsible for any costs associated with the needed ground preparation for the scheduled event.

33. NO livestock/horse trailers will be allowed to park on the high school baseball field or the high school varsity soccer field. Parking is available up next the black barn located near the Griffin Centre.

Exhibit Hall:

- Floors must be swept and clean of debris.
- All trash must be picked up and all trash receptacles must be emptied into the dumpsters located at Southern Elementary.
- Floors must be mopped where necessary.
- All windows should be closed and locked.
- All tables and chairs should be cleaned and returned to their original locations.
- All other equipment should be returned to original locations.
- All lights should be turned off.
- All doors must be closed and locked.

Kitchen:

- Floors must be swept and clean of debris.
- All trash must be picked up and all trash receptacles must be emptied into the dumpsters located at Southern Elementary.
- Floors must be mopped where necessary.
- All windows must be closed and locked.
- All countertops and sinks must be washed and cleaned.
- All appliances must be cleaned.
- Stoves must be cleaned if needed and must be turned off
- All lights must be turned off.
- All doors must be closed and locked.

Bathrooms:

- Floors must be swept and clean of debris.
- All trash must be picked up and all trash receptacles must be emptied into the dumpsters located at Southern Elementary.
- Floor must be mopped where necessary.
- All countertops and sinks must be washed and cleaned.
- All toilets and urinals must be cleaned.
- All lights must be turned off.
- All doors must shut and locked.

Grounds and Parking Lots:

- All trash and litter must be collected and all trash receptacles must be emptied into the dumpsters located at Southern Elementary.
- Any equipment utilized must be accounted for and returned to its original location.

Griffin Centre:

- Floors must be swept and clean of debris.
- Dressing rooms must be swept and clean of debris.
- Bathrooms must be swept and clean of debris.
- Stage must be swept and clean of debris.
- All trash receptacles must be emptied into the dumpsters located at Southern Elementary or the Athletic Park.

Pulling Track:

- Pulling track must be returned to the original set-up.
- All trash must be cleaned up and trash receptacles must be emptied into the dumpsters at Southern Elementary or the Athletic Park.
- All equipment used must be removed or returned to its original location.

Horse Ring:

- All trash must be cleaned up and trash receptacles must be emptied into the dumpsters located at Southern Elementary or the Athletic Park.
- Horse arena must be returned to the original set-up.

Livestock Barn:

- All trash must be cleaned up and trash receptacles must be emptied into the dumpsters located at Southern Elementary or the Athletic Park.
- All animal waste must be cleaned up and disposed of properly by the Renter.
- Renter must furnish needed shavings for the event.
- Livestock barn must be returned to original set-up after event.
- All gates and doors must be shut and properly secured.